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FILE

Training 3-1

8 November 1966

MEMORANDUM FOR THE RECORD

SUBJECT: Reception for Support Career Trainees

1. Mr. Bannerman asked me to look into ways by which a reception for the graduating Support Career Trainees could be held at a cost to them of less than the \$3.50 per head price quoted by the Executive Dining Room. I suggested consideration of inviting the 25 Career Trainees and 15 senior Support Officers with a charge of \$1.50 each for the Career Trainees, with the 15 senior officers paying the difference, which would be about \$6.85 each. Mr. Bannerman thought this approach was all right but he suggested that additional guests would reduce further the cost to the senior Support Officers.

25X1 2. I talked with [] who assures me that the Executive Dining Room can easily manage 50 people. On the basis of 25 Career Trainees and 25 senior Support Officers in attendance, the cost per senior Support Officer, if the Career Trainees pay \$1.50 each, would be \$5.50. 25X1 [] suggested the possibility of raising the price for the Support Career Trainees to \$2.00, in which event the cost for senior Support 25X1 Officers would be \$5.00 each. [] raised the question with [] as to 25X1 picking up the overtime charge for the waiters on official funds, this being an official reception. He said that if this is done the cost per person would be approximately \$2.50. On this basis, with the Career Trainees paying \$1.50 each, the senior Support Officers would be charged \$3.50 each. If the Support Career Trainees each paid \$2.00, the cost per senior Support Officer would be \$3.00.

25X1 3. I asked [] to let us know when he has arrived at a firm recommendation.

[]

Executive Officer to the
Deputy Director for Support

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